115 Temporary Appointment NTE

STEP	ACTION
1	**COMPLETE ALL TABS OF RPA *BEFORE* GOING TO EXTRA INFORMATION AREA –** the information input on these pages will then populate the 'system generated' fields.
2	Click on the **<Save>** icon to save any changes made to the RPA.
3	Click on the **<EXTRA INFORMATION>** button and complete the DDFs listed below. Click **<OK>** and **<Save>** after completing each window.
4	After completing **Step 3** above, close the <**Extra Information>** window to return to the RPA.
5	Click on the **<Save>** icon to route the RPA or to Update HR.

DDFs:

US FED AGENCY DATA WINDOW	
✍ *These datafields are for NPA print purposes only.*	
FLEXFIELD	**COMMENTS**
Agency Use (Block 25)	Leave blank
Agency Use (Block 40)	Leave blank
Agency Use (Block 41)	Autopopulates from position
Agency Use (Block 42)	Autopopulates from position
Agency Use (Block 43)	Autopopulates from position
Agency Use (Block 44)	Payroll Office autopopulates from position. Loc ID autopopulates from applicant record if entered prior to the appointment process and will print on the appointment NPA. If not, the value may be entered via Extra Information > Navy-unique Appointment Information. The number will print on all subsequent NPAs.

US FED PAYROLL TYPE WINDOW	
FLEXFIELD	**COMMENTS**
Payroll Type	Autopopulates to "Biweekly"

BENEFITS APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	**COMMENTS**
Date Temp Eligibility FEHB	Complete for employees on temporary appointments. The eligibility date is one year from date of appointment (EOD).

Health Plan	Autopopulates "ZZ". Select another code if applicable.
Health Enrollment	Autopopulates "Z" Ineligible. Select another code if applicable.
FERS Coverage Reason	Complete as appropriate for employees covered under FERS. Enter "0" if not covered by FERS.
TSP SCD	Leave this blank for any employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Amount	Leave this blank for any employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Rate	Leave this blank for any employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Status	Enter "I" Ineligible for any employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Status Date	Reflects the date that current "TSP Status" became effective. In most cases, this would be the EOD date.
TSP Agency Contribution Eligibility Date	Leave this blank for any employees' whose retirement codes are FICA (2) or other such as NAF (5).
FEGLI Eligibility Expiration	Complete only if the employee is eligible and has *not* elected FEGLI coverage. If applicable, the date should be 31 days from the appointment effective date. Leave blank if not eligible.
NAF Retirement Indicator	Autopopulates "0", Not Applicable. Select another code if applicable.
TSP Employee Contribution Eligibility Date	Leave this blank for any employees' whose retirement codes are FICA (2) or other such as NAF (5).

GLOBAL APPOINTMENT INFO WINDOW	
FLEXFIELD	**COMMENTS**
Employee Type	Required entry. Enter appropriate code.
SCD Civilian	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
SCD RIF	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
Country World Citizenship	Required entry. Enter appropriate code.
Date Journeymen Elig(Navy)	Required entry if the employee hired under STOP/Apprentice program.
Drawdown Action ID	Enter appropriate code. Enter "0" if not applicable.
Special Program Indicator	Enter appropriate code. Enter "00" if not applicable.

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MILITARY AFFILIATION APPOINTMENT INFORMATION WINDOW

FLEXFIELD	COMMENTS
Reserve Category	Autopopulates to "Y", Not Applicable. Select another code if applicable.
Date Retired Uniform Service	Complete if Retired Military
Uniform Service Component	Complete if Retired Military
Military Recall Status	Autopopulates to "Y", Not Applicable. Select another code if applicable.
Exception Retirement Pay Ind	Complete if Retired Military
Uniform Service Designation	Complete if Retired Military
Retirement Grade	Complete if Retired Military
Military Retirement Waiver Ind	Complete if Retired Military
Retired Military Code (Army)	Complete for AR-owned records if the employee is retired military

NAVY UNIQUE APPOINTMENT INFO WINDOW

FLEXFIELD	COMMENTS
Employee ID Number	Enter employee ID/badge number, if applicable.
JACS Indicator	Autopopulates to "A"
NRL Maint Pay Expire Date	For NRL Demo (4), use only if applicable
NRL Maintained Pay Flag	For NRL Demo (4), use only if applicable

OPTIONAL APPOINTMENT INFORMATION WINDOW

FLEXFIELD	COMMENTS
Key Emer Essential Employee	Autopopulates to "0". Not assigned to key position.
Date Assigned Current Agency	Enter date employee entered on duty with the Department of Navy with no break in service.
Date Conversion Career Begins	Leave blank.
Date Conversion Career Due	Leave blank.
Date Prob/Trial Period Begins	Leave blank.
Date Prob/Trial Period Ends	Leave blank.

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Family Member Employment Pref	Reflects the appointment of a military spouse or family member.
Consent ID	Autopopulates to "N", No
Vet Pref For RIF Value	Required entry. Enter appropriate code.

PAY APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	**COMMENTS**
Premium Pay Ind	Enter if applicable, otherwise leave blank.
Weekly Hours	Autopopulates based on position information
Date Last Equivalent Increase	Autopopulates based on the effective date of the appointment action. Review for accuracy.
Complete any other entries that may apply.	

SECURITY APPOINTMENT INFO WINDOW	
FLEXFIELD	**COMMENTS**
Citizenship Basis (Navy)	Required entry. Enter appropriate code.

DEMO PROJECT INFORMATION WINDOW	
FLEXFIELD	**COMMENTS**
Demo Location Code	Autopopulates from position where applicable. For NV-owned Demo Location Codes 1, 2, 3, or 4. Demo Location Code "Q" represents coverage by the DOD Acquisition Demo.
Demo Pay Plan	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.
Demo Broadband	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.
FROM Demo Location Code	N/A for 1## appointment actions.
FROM Demo Pay Plan	N/A for 1## appointment actions.
FROM Demo Broadband	N/A for 1## appointment actions.

✍ For China Lake Demonstration Project employees (Demo Location Code "1"). Immediately after processing the appointment action, an entry **must** be input to the Demo Performance rating. Failure to do so will result in the employee being incorrectly paid when the Demo Payout is accomplished. The path to the appraisal input area is: People > Enter and Maintain > Special Info > Appr – China Lake Demo. Refer to the section on Performance Appraisals in this Handbook for more detailed information.

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US FED APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	**COMMENTS**
Appointment Type	Required entry. Enter appropriate code.
Creditable Military Service	Enter the number of years and months. If no creditable military service, enter 0000.
Date Arrived Personnel Office	Autopopulates based on effective date of the appointment.
Date Last Equivalent Increase	Autopopulates based on effective date of the appointment.
Date WGI Due	Autopopulates based on date entered in "Date Last Equivalent Increase." Not applicable for temporary GS employees.
Frozen Service	Enter the number of years and months. If no frozen service, enter 0000.
Handicap Code	Required entry. Enter appropriate code. If no documentation has been provided, correct the entry to "01".
Part-Time Indicator	Enter appropriate code for employees assigned part time positions.
Position Working Title	Leave Blank
Previous Retirement Coverage	Enter the appropriate code
Qualification Standards Waiver	Complete if applicable
Race or National Origin	Required entry. Enter appropriate code.
Type of Employment	Required entry. Enter appropriate code.

Acquisition Information Window
Complete all data items that may apply if the position is under the Acquisition Program.

Education Information for 1/5/7/9 Window	
FLEXFIELD	**COMMENTS**
Education Level	Autopopulates from page 3 of the RPA. If the education level is 06, 10, 13, or higher, complete all other data elements.

OVERSEAS APPOINTMENT INFO WINDOW
Complete all data elements for overseas appointments.

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